

Carey, Sheila

From: McFadden, Elizabeth
Sent: December 22, 2004 2:38 PM
To: Saunders, Azalea; Vogel, Jonathan; Rodriguez, Blanca; Griffin, Charlesetta; Harding, Natasha; Carey, Sheila; Howard, Khrriss; McGrath, Jack
Cc: Rosen, Jeff; Egan, Amy; Fuller, Carole; Smith, Edward
Subject: FW: Review and Clearance - AN - FY 2005 - VR Counseling

This is just a reminder to provide Carole Fuller and me with your comments on the attached application notice as soon as possible.

Thank you.

Elizabeth McFadden

-----Original Message-----

From: Fuller, Carole
Sent: Monday, December 13, 2004 8:43 AM
To: Carey, Sheila; Harding, Natasha; Howard, Khrriss; Jones, C. Todd; March, Greg; McFadden, Elizabeth; McGrath, Jack; Miller, Meredith; Rudolph, Kim; Saunders, Azalea; Vogel, Jonathan; Wade, Maria; Winters, Deborah; Wolfe, Christine
Cc: Gregory, Wava; Rosen, Jeff; Friday, Melzetta; Smith, Edward
Subject: Review and Clearance - AN - FY 2005 - VR Counseling

Attached are the clearance sheet and the Application Notice for FY 2005 for Rehabilitation Training: Rehabilitation Long-Term Training -- Vocational Rehabilitation Counseling (RSA/OSERS) - 84.129B.



386N34-1.doc



1 - AN - VR
Counseling '05 - e...

Since I will be away from the office, please send your clearances and comments to me AND to Elizabeth McFadden, Assistant General Counsel for Regulations (6E227 FB-6).

Please review the attached application notice and return your clearance sheet with your comments, if any, or e-mail your response and any comments **to me and to Elizabeth McFadden** by December 21, 2004.

Thank you,

Carole Fuller
6E206 FB-6
401-6332

*1820-0018
Expire 2/28/07*

APPLICATION NOTICE
REGULATIONS CLEARANCE SHEET
OFFICE OF THE GENERAL COUNSEL
DIVISION OF REGULATORY SERVICES (DRS)

DRAFT NO: 1

DATE: December 13, 2004

Please review the attached document, check the appropriate box below, sign, and return with your comments, if any, or e-mail your response and any comments to **Carole Fuller and Elizabeth McFadden** by the due date.

____ Ex. Sec. (Deborah Winters) 7C100
FB-6

____ ODS (C. Todd Jones) 7W206 FB-6

____ OUS (Meredith Miller) 7E320 FB-6

____ OUS (Christine Wolfe) 7E310 FB-6

____ Budget Service (Maria Wade) 5W311 FB-6

____ PPSS (Azalea Saunders) 6W224 FB-6

____ Deputy General Counsel for
Postsecondary & Regulatory Service
(Jonathan Vogel) 6E339 FB-6

____ Assistant General Counsel for
Regulations (Elizabeth McFadden) 6E227
FB-6

____ Program Attorney Jeff Rosen
Room 6E202 FB-6
Telephone 401-8316

____ OCF0 (Blanca Rodriguez, Charlesetta
Griffin, Natasha Harding, GPOS), 3652
ROB-3)

____ IMG (Sheila Carey, Kim Rudolph) 4050
ROB-3

____ Khrist Howard, 4E255 FB-6 (e-Application
language)

____ Legislation & Congressional Affairs
(Jack McGrath) 6W332 FB-6

____ OSERS (Greg March) 5095 Potomac
Center Plaza

____ Wava Gregory, 5W117 FB-6

Program Contact: Edward R. Smith

Program Scheduler: Melzetta Friday

Check one:

- ☒ Approved
- ☐ Approved subject to minor changes noted.
- ☐ Not approved -- see comments.

TYPE AND TITLE Application Notice - FY 2005 - Rehabilitation Training: Rehabilitation
DOCUMENT Long-Term Training -- Vocational Rehabilitation Counseling

RETURN TO: Carole L. Fuller
(inbox - Room 6E217 FB-6 or
office - Room 6E206 FB-6)

DUE DATE: December 21, 2004

SIGNATURE: Shel. Cary DATE: 12-23-04

NOTE: _____

computer i.d. #51 - 386N34-1 _____

CFDA Nos 84.129B

4000-01-U

Office of Special Education and Rehabilitative Services

Overview Information

Rehabilitation Training: Rehabilitation Long-Term

Training -- Vocational Rehabilitation Counseling

Notice inviting applications for new awards for fiscal year
(FY) 2005.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.129B

Dates:

Applications Available: (INSERT DATE OF PUBLICATION IN
THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT 30 DAYS
AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Intergovernmental Review: (INSERT 90 DAYS
AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Eligible Applicants: States and public or nonprofit
agencies and organizations, including Indian tribes and
institutions of higher education, are eligible for
assistance under the Rehabilitation Training program.

Estimated Available Funds: The Administration has
requested \$38,800,000 for the Rehabilitation Training
program for FY 2005, of which an estimated \$3,150,000 would
be allocated for this competition. The actual level of

funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Funds under this competition will be used to support projects in FY 2005.

Estimated Range of Awards: \$125,000 - \$150,000.

Estimated Average Size of Awards: \$150,000.

Estimated Number of Awards: 21.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Rehabilitation Long-Term Training Program provides financial assistance for--

- (1) Projects that provide basic or advanced training leading to an academic degree in areas of personnel shortages in rehabilitation as identified by the Secretary;
- (2) Projects that provide a specified series of courses or program of study leading to award of a certificate in areas of personnel shortages in rehabilitation as identified by the Secretary; and

(3) Projects that provide support for medical residents enrolled in residency training programs in the specialty of physical medicine and rehabilitation.

Program Authority: 29 U.S.C. 772.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 85, 86, and 99. (b) The regulations for this program in 34 CFR parts 385 and 386.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$38,800 for the Rehabilitation Training program for FY 2005, of which an estimated \$3,150,000 would be allocated for this competition. The actual level of funding, if any, depend on final Congressional action.

Estimated Range of Awards: \$125,000 - \$150,000.

Estimated Average Size of Awards: \$150,000.

Estimated Number of Awards: 21.

Note: The department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: States and public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education, are eligible for assistance under the Rehabilitation Training program.

2. Cost Sharing or Matching: Cost sharing of at least 10 percent of the total cost of the project is required of grantees under the Rehabilitation Training Program 34 CFR 386.30. Under 34 CFR 75.562 (c), an indirect cost reimbursement on a training grant is limited to the recipient's actual indirect costs, as determined by its negotiated indirect cost rate agreement, or 8 percent of a modified total direct cost base, whichever amount is less. Indirect costs in excess of the eight percent limit may not be charged directly, used to satisfy matching or cost-sharing requirements, or charged to another Federal award 34 CFR 75.562 (c) (3).

Note: Under 34 CFR 75.562(c)(3) Indirect costs in excess of the eight percent limit may not be charged directly, used to satisfy matching or cost-sharing requirements, or charged to another Federal award.

IV. Application and Submission Information

1. Address to Request Application Package: Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone (toll free): 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), you may call (toll free): 1-877-576-7734.

You may also contact ED Pubs at its Web site: www.ed.gov/pubs/edpubs.html or you may contact ED Pubs at its e-mail address: edpubs@inet.ed.gov

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA number 84.129B.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U. S. Department of Education, 400 Maryland Avenue SW., room 5075, Potomac Center Plaza Building, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program competition.

Part III of the application, the application narrative, is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 50 pages, using the following standards:

- A "page" is 8.5" x 11," on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or

the letters of support. However, you must include all of the application narrative in Part III.

We will reject your application if--

- You apply these standards and exceed the page limit;
- or
- You apply other standards and exceed the 50-page limit in Part III of the application narrative.

3. Submission Dates and Times:

Applications Available: (INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Applications for grants under this competition may be submitted by mail or hand delivery (including a commercial carrier or courier service), or electronically using the Electronic Grant Application System (e-Application) available through the Department's e-GRANTS system. For information (including dates and times) about how to submit your application by mail or hand delivery, or electronically, please refer to Section IV. 6. Other Submission Requirements in this notice.

We will not consider an application that does not comply with the deadline requirements.

Deadline for Intergovernmental Review: (INSERT 90 DAYS

AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: None.

6. Other Submission Requirements: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

If you submit your application to us electronically, you must use e-Application available through the Department's e-Grants system, accessible through its portal page at: <http://e-grants.ed.gov>.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- Your participation in e-Application is voluntary.
- You must complete the electronic submission of your grant application by 4:30 p.m., Washington, DC time, on the application deadline date. The e-Application system will

not accept an application for this competition after 4:30 p.m., Washington, DC time on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesdays for maintenance, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

- You must submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- Your e-Application must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.
- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
- Within three working days after submitting your electronic application, fax a signed copy of the Application for Federal Education Assistance (ED 424) to the Application Control Center after following these steps:
 1. Print ED 424 from e-Application.
 2. The applicant's Authorizing Representative must sign this form.
 3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.
 4. Fax the signed ED 424 to the Application Control Center at (202) 245-6272.
- We may request that you give us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of System

Unavailability: If you are prevented from submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an

extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

1. You are a registered user of e-Application and you have initiated an e-Application for this competition; and

2. (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time on the application deadline date; or

- (b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30 p.m., Washington, DC time on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If the system is down and therefore the application is extended, an e-mail will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of the Department's e-Application

system. If the e-Application system is available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgment of your submission, you may submit your application in paper format by mail or by hand delivery in accordance with the instructions in this notice.

b. Submission of Paper Applications By Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must send the original and two copies of your application on or before the application deadline date to the following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.129B)
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA Number: 129B
7100 Old Landover Road
Landover, MD 20785-1506

You must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark;

2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service;

3. A dated shipping label, invoice, or receipt from a commercial carrier; or

4. Any other proof of mailing acceptable to the U.S. Secretary of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark, or

2. A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application on, or before

the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.129B)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

1. You must indicate on the envelope and--if not provided by the Department--in Item 4 of the Application for Federal Education Assistance (ED 424) the CFDA number - and suffix letter, if any - of the competition under which you are submitting your application.

2. The Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of your application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are in 34 CFR 75.201 and 34 CFR 75.210 and the application package.

2. Review and Selection Process: Additional factors we consider in selecting an application for an award are the geographical distribution of projects in each Rehabilitation Training Program category in the country [in 34 CFR 385.33 (a)]; and, the past performance of the applicant in carrying out similar training activities under previously awarded grants, as indicated by such factors as compliance with grant conditions, soundness of programmatic and financial management practices and attainment of established project objectives in 34 CFR 385.33 (b).

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other

requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118.

4. Performance Measures: The Government Performance and Results Act (GPRA) of 1993 directs Federal departments and agencies to improve the effectiveness of their programs by engaging in strategic planning, setting outcome-related goals for programs, and measuring program results against those goals. The Rehabilitation Long-Term Training Program is designed to provide academic training in areas of personnel shortages.

The goal of the Rehabilitation Long-Term Training Program is to increase the number of qualified vocational rehabilitation counselors working in state vocational rehabilitation agencies or related agencies. RSA training grant recipients are required to track students receiving "scholarships" under the RSA Rehabilitation Long-Term Training Program. Grantees must maintain information about cumulative support granted to RSA scholars, scholar-debt in years, program completion data for each scholar, dates each scholar's work begins and is completed to meet his/her payback agreement, current home address and place of employment of individual scholars.

Each training grant recipient must report annually on the above indicators using the RSA Grantee Reporting Form, (OMB# 1820-0617), an electronic reporting system. The RSA Grantee Reporting Form provides specific information regarding the number of RSA scholars entering the rehabilitation workforce, in what rehabilitation field, and in what type of employment (e.g. State agency, nonprofit service provider or practice group). Grantees are required to update grant and scholar information at the close of each budget period on the RSA On-Line Grantee Reporting System. The information provided on the On-Line Grantee Reporting System will allow RSA to measure results against

the goal of increasing the number of qualified vocational rehabilitation counselors working in the state vocational rehabilitation agencies or related agencies.

VII. Agency Contact

For Further Information Contact: Edward Smith, U.S.

Department of Education, 400 Maryland Avenue, SW., Room 5027, Potomac Center Plaza, Washington, DC 20202-2800.

Telephone: (202) 245-7602.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed in this section.

VIII. Other Information

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202)512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html

Dated:

John H. Hager,
Assistant Secretary for Special
Education and Rehabilitative
Services.